



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING

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MEMORANDUM

TO: All Department and School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: November 11, 2008

SUBJECT: NEW DOCUMENT DIRECT (MOBIUS) INTERNET TRAINING

All Mobius Document Direct mainframe end-users, including DFMS, will be transitioning to Document Direct for the Internet and DTI will be conducting several training classes. The seven training dates are provided below and the training will be conducted in the DTI Training Room at 801 Silver Lake Plaza, William Penn Building, in Dover on the following dates:

- Wednesday, November 12, 2008 from 11am to 12 pm & 3 pm to 4 pm (morning/afternoon)
- Thursday, November 13, 2008 from 11 am to 12 pm & 3 pm to 4 pm (morning/afternoon)
- Friday, November 14, 2008 from 9 am to 10 am (morning)
- Friday, November 21, 2008 from 1 pm to 2 pm; 2:15 pm to 3:15 pm & 3:30 pm to 4:30 pm (afternoon)
- Monday, December 1, 2008 from 2 pm to 3 pm (afternoon)
- Thursday, December 4, 2008 from 3 pm to 4 pm (afternoon)
- Friday, December 5, 2008 from 1 pm to 2 pm (afternoon)

Each class is approximately one hour, and staff will need only to attend one session.

The training is designed to address the differences in the look and feel, as well as the minor functionality, between Mobius Document Direct (mainframe version) and Document Direct for the Internet. Go to <https://docdir.dti.state.de.us>, and after logging in, please review the Document Direct for the Internet Reference Guide to determine if an end-user will need to attend one of the optional training labs to access DFMS reports.

To schedule time in a training session, please contact Josh Fontello, DTI, by email at josh.fontello@state.de.us or by telephone at 302.-739-9646.